

**LOGISTICS TRAILER MOBILIZATION/DEMOBILIZATION
ADMINISTRATIVE GUIDE**

EFFECTIVE DATE

REVISION DATE

11/13/06

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Objective:

The following Administrative Guide provides guidance for communities requesting the logistics trailer (hereinafter known as “trailer”) for actual incidents.

Applicability:

This guidance applies to all entities requesting the trailer.

Mobilization:

- 1) The hosting communities may authorize trailer activation for large scale mass casualty incidents, as defined by RSA 153-A:2, XIII, by a requesting community or bordering state, pursuant to a mutual aid compact. A request for the logistics trailer shall include the following:
 - a. The address/location for delivery of the trailer;
 - b. The time of the event, if different from an immediate response request; and
 - c. The on-site representative’s name and phone number(s).
- 2) Upon authorization for trailer activation, the hosting community shall put the trailer in transit to the requesting community without delay, but no later than one hour after request is made.
- 3) Only an authorized employee of the hosting community shall deliver the logistics trailer to the requesting community.
- 4) Once the trailer is in transit, the hosting community will notify the Department of Safety, Homeland Security & Emergency Management (HSEM), Operations Section at 271-2231 of its mobilization.

Demobilization:

- 1) When the trailer is no longer required at the incident site, the receiving community will notify the Department of Safety, Homeland Security & Emergency Management, Operations Section at 271-2231.
- 2) The requesting community will complete the inventory form indicating number of items used (form is located in trailer binder at the front of the trailer).
- 3) The requesting community will reload the trailer, according to map located in the trailer binder.
- 4) The requesting community will close and secure all trailer doors.
- 5) HSEM will pick up the trailer, confirm the inventory reorder form, restock it and return it to the originating community.
- 6) HSEM is responsible for the expense of restocking for actual incidents only.

Issued by the order of _____ on _____
Christopher Pope, Director Date